



U.S. Department
of Transportation

Research and
Special Programs
Administration

Vacancy Announcement

Number:
RSPA-01-27(bm)

Opening Date:
09/24/01

Closing Date:
10/23/01

WHAT IS THE JOB? Program Analyst, GS-0343-9/11

DOES THE JOB HAVE PROMOTION POTENTIAL? Yes, the position has promotion potential to GS-11

WHAT IS THE SALARY?

GS-9 (\$36,656 - \$47,648)

GS-11 (\$44,352 - \$57,656)

WHERE IS THE JOB LOCATED? Office of Pipeline Safety, Washington, DC

WHO MAY APPLY? Current Federal employees serving on a career or Career-Conditional appointment

WHO ARE WE?

The Research and Special Programs Administration (RSPA) is the Department of Transportation's research, safety and transportation systems administration, responsible for addressing issues related to all modes of transportation (car, sea, air, rail, pipeline) relative to the safe, effective and efficient transportation of people and goods throughout the world. In contrast to the other DOT operating administrations that focus on specific sectors of the US transportation system, RSPA's mission concentrates on the system as a whole.

The Mission of the Research and Special Programs Administration is to make America's transportation systems more integrated, effective and secure by conducting and fostering cross-cutting research and special programs to enhance the quality of life, safety, the environment and the economic well-being of all Americans.

WHAT ARE THE DUTIES AND RESPONSIBILITIES?

Employee assists in the development of plans and procedures related to the RSPA oversight functions of the pipeline industry's anti-drug and alcohol misuse prevention programs, determination of data requirements to evaluate effectiveness of the program, and development of guidance and criteria for inspecting industry programs. Serves as Office of Pipeline Safety (OPS) point of contact for Freedom of Information Act (FOIA) matters, including preparation of written responses to FOIA requests, coordination with RSPA Chief Counsel's office, and preparation of required FOIA program reports. Maintains the OPS compliance registry files of enforcement actions resulting from safety program reviews of the pipeline industry and internally developed accident reports and enters enforcement and accident data into the automated enforcement database. Receives calls from the National Response Center regarding pipeline accidents, relays to appropriate staff, and prepares information bulletins and situations reports for distribution to appropriate staff.

WHAT ARE THE QUALIFICATION REQUIREMENTS? Applicants must have one year of specialized

experience at or equivalent to the next lower grade level. **Specialized experience:** Experience that equipped the candidate with the necessary knowledge, skills and abilities (KSA's) to perform the duties of the position, and is typically in or related to the position to be filled. To be creditable, specialized experience must be equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. For additional information, please refer to Office of Personnel Management's (OPM) Qualification Standards Handbook for General Schedule Positions, which is available for review in most Federal employment offices.

HOW WILL YOU BE RATED? Applicants who meet the Minimum Qualification Requirements above will be further evaluated based on their experience, education and training shown in their application as it relates to Knowledge, Skills and Abilities (KSA's) listed below. For each KSA you should provide a separate supplemental statement describing specifically and accurately what experience, training, education, knowledge and/or awards you have received that are relevant to each factor. Supplemental statements are to be typed with your name, social security number, and the announcement number at the top of each additional page.

Your application must indicate in detail how your experience and/or qualifications demonstrate the following KSAs:

1. Knowledge of Pipeline Safety Regulations and how they relate to the drug and alcohol testing rules and other regulations.
2. Knowledge of Freedom of Information Act regulations and Privacy Act of 1974.
3. Skill in written communication to clearly express regulations and interpretations and respond to Freedom of Information Act requests.

Failure to address the KSAs will affect your rating and may result in loss of consideration.

WHAT OTHER PERTINENT INFORMATION SHOULD YOU KNOW?

The following statements are applicable if checked:

- ☐ Requires a Security Clearance
- ☐ Subject to supervisory/managerial probationary period
- ☐ Subject to pre-employment drug testing and random drug testing during employment
- ☐ Subject to Financial Disclosure
- ☒ If filled below full performance level, may be promoted without further competition
- ☒ Relocation expenses WILL NOT be paid
- ☒ You must identify the grade level(s) for which you desire consideration on the application submitted or in the cover letter. Failure to specify your interest in a grade level or multiple grade levels, will result in consideration at only the highest level for which you qualify.

ADDITIONAL INFORMATION:

1. U.S. citizenship is required.
2. Applicants must meet all eligibility requirements within 30 days of closing date of the announcement.
3. Applications submitted in postage-paid Government envelopes will not be accepted.
4. Male applicants over 18 and born after December 31, 1959, must be registered with the Selective Service System or have an exemption. If selected, confirmation of selective service registration status is required before entering on duty.

HOW TO APPLY:

If you are or have been a Federal employee, please submit a copy of your last Notification of Personnel Action, Form SF-50 (other than an award), and your most recent or last performance appraisal.

If you are a status applicant who wants to be considered under OPM competitive procedures, you must submit two (2) complete applications. If only one application is received, it will be considered under merit promotion procedures.

If claiming 5 point veterans' preference, a DD-214 must be submitted. If claiming 10 point veterans' preference, you must submit a DD-214 and either an SF-15 with a VA letter dated within the last 12 months certifying your disability OR an official document issued by the armed forces documenting the award of a Purple Heart.

If you are a Federal employee or former Federal employee who has special priority selection rights under Agency Career Transition Assistance Program (CTAP), or Interagency Career Transition Assistance Program (ICTAP), you must submit a copy of the agency notice, a copy of your most recent performance Rating and a copy of your most recent SF-50. You must be well-qualified for the position to receive consideration for special priority selection.

- A well-qualified employee must satisfy the following criteria:

- (1) Meet the basic qualification standards and eligibility requirements for the position, including any medical qualifications, suitability, and minimum educational and experience requirements.
- (2) Meet all selective factors and meets the “good” level range of a three or four level crediting plans for all knowledge, skills and abilities (KSA’s) rating factors for the position. In the absence of selective factor and/or KSA’s, selecting officials or subject matter experts will document the job-related reason(s) the eligible employee is/is not considered to be well-qualified.

If you are applying for an appointment under special hiring authority, such as Veteran's Employment Opportunity Act of 1998 (VEOA), Thirty Percent or More Disabled Veteran Appointment, Veterans' Readjustment Appointment (VRA), Severely Physically Disabled Schedule A Appointment, Former Peace Corps Appointment, or others, you must submit required proof of eligibility.

If your application is submitted by mail, it must be postmarked by the closing date of the announcement to receive consideration. Hand-delivered applications must be received by the closing date. Applications mailed using government postage are in violation of agency and postal regulations and will not be accepted.

Materials submitted as a part of your application will not be returned.

You must submit an Application for Federal Employment (OF-612), SF-171, resume, or other written application format of your choice. Be sure you provide all of the information requested below:

Job Information:

- Announcement Number, title and grade(s) for which you are applying.

Personal Information:

- Full name, the mailing address (with zip code), day and evening telephone numbers (with area code).
- Social Security Number.
- Country of Citizenship.

- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in the grade.

Education:

- High School name, city, state and zip code, date of diploma or GED.
- Colleges and/or Universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show the total credit hours received in semester or quarter hours.
- If using education to qualify, submit a copy of college transcripts.

Work Experience for each paid or non paid position held related to the job for which you are applying (do not provide copies of job descriptions):

- Job title.
- Duties and accomplishments.
- Number of hours per week.
- Employer's name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month, day, and year).
- Beginning and ending salary.
- Indicate if your current supervisor may be contacted.

For additional information about this position please contact:

Almaz Beyene at (202) 366-5608

Please submit your application package to:

Research and Specials Programs Administration
Office of Human Resources Management, Room 7424
400 7th Street, S.W.
Washington, DC 20590

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

The Research and Special Programs Administration is an Equal Opportunity Employer. Selection for this position will

be made solely on the basis of merit, fitness, and qualifications without regard to race, gender, color, religion, age, marital status, national origin, non-disqualifying disability conditions, sexual orientation, political affiliation, or any other non-merit factors.

DATE: September 18, 2001

SUBJ: Approval of Vacancy Announcement RSPA 01-27,
GS-0334-9/11

FROM: Barbara Mulcahy, DMA-40

Please review the attached draft of Vacancy Announcement Number RSPA 01-27 and indicate below the action desired or make pen-and-ink changes to the draft.

Approved: _____
(Typed Name and Signature) Date

Disapproved: _____
(Typed Name and Signature) Date

Reason for Disapproval or Other Action Requested: